

MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

4 May 1955

25X1A6d 1. Colonel White commented on the forthcoming shift of
25X1A6d [redacted] from the immediate office of the DD/S
to the Office of Communications, and outlined briefly the reasons
for transferring the administrative responsibility therefor.
These were: [redacted] has necessarily been operating like an autonomous
office within the DD/S organization, reporting to Colonel White.
Since the Office of Communications has the primary stake in [redacted] 25X1A6d
including responsibility for the emergency commo network, he felt
that the station would receive closer attention under the Office
of Communications. Colonel White added that he did not envision
any radical change in the actual operation of [redacted] but said that
it would continue to function as before largely as a separate
25X1A9a establishment, only now reporting to [redacted]

25X1A9a 2. Colonel White said that in a Notice, dated 1 May 1955,
he was announcing the appointment of [redacted] to be
Special Planning Assistant to the Deputy Director (Support), with
25X1A9a the understanding that such planning assistance was not to be
limited to the DD/P organization. [redacted] is to become the
point of responsibility for the Emergency Planning function,
formerly residing under the Director of Security. Colonel White
25X1A9a added that he regarded the shift of [redacted] and his
25X1A6d office from Security to the Special Planning Assistant to the DD/S
as a logical tie-in with the change at [redacted]

25X1A9a 3. Colonel White mentioned receipt of a memorandum from Mr.
[redacted] regarding a Survey of Committees in Government, being under-
taken under the auspices of the White House Sub-Cabinet Group. He
noted that both inter-agency and intra-agency committees were to be
included in the compilation. Deadline for submission of reports on
committee membership was established as Tuesday, 10 May. [redacted] 25X1A9a
said it was important to include all representatives on all committees
falling within the basic definition of the survey, not just the
chairmen thereof. Colonel Edwards said that the Office of Security
would want to see the final report before it left the Agency to make
sure that no highly sensitive committee memberships were inadvertently
exposed.

4. Mr. Walter Wolf, former Deputy Director (Administration)
was introduced to the group by Colonel White, after which Mr. Wolf
commented briefly on his experiences since leaving CIA.

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5. Colonel White spoke on the new building matter, observing that our chances of obtaining a new structure appeared reasonably good. He said that \$56 million was the total estimated cost, of which \$50 million would be for the actual building and \$6 million for site acquisition.

6. Colonel White spoke of the Special Clandestine Services Orientation Course being offered by the Office of Training to meet the need for a top level orientation for senior DD/S officials. He read from a memorandum signed by Mr. Lloyd, and addressed to all DD/S offices and Staffs, outlining the course and the various dates that it will be offered during calendar 1955. Quotas have been established for each course and apportioned among DD/S Offices and Staffs according to the size of the group of senior officials to be so trained in each area. For the first and second courses enrollment will be limited to 20 each, and for courses three through five the enrollment is stepped up to 35 each. [REDACTED] of Colonel White's immediate Office, is acting as registrar for the SCSOC, and all Internal Training Requests should be forwarded to the Registrar, OTR, through [REDACTED]

7. Mr. Houston said that as much as the Office of the General Counsel would like to be of assistance to staff employees in the handling and solution of their personal legal problems, they were unable to do so because of limitations imposed by workload and size of staff. However, Mr. Houston added, OGC has obtained clearances on a number of local attorneys who are able to assist in the preparation of wills for Agency employees, though this is a service for which the Agency cannot be financially responsible. In the execution of power of attorney forms, OGC will be happy to be of assistance to any staff employee who asks for them.

9. Mr. Pforzheimer said that he had nothing new on the pay raise bill, but that CIA would be covered on the retroactive aspects of any pay raise bill that might be passed in the current session of Congress.

10. Mr. Saunders reminded all those present of the imminent close of the current fiscal year, and cited the 15 May deadline for obligation of funds from current allotments. He asked that everyone cooperate in avoiding any last minute obligation of funds from FY 55.

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11. [REDACTED] commented on the Special Clandestine Services Orientation Course from the viewpoint of the Office of Training, and asked that those senior officials going keep in mind the basic principle of the course - that of the free interchange of ideas and problems through the instrumentality of the seminar method. For this reason he said that the numbers of persons going to each offering of the course had purposely been kept small.

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